



## **BEAR VALLEY COMMUNITY SERVICES DISTRICT**

**POLICY TITLE: Performance Evaluations**

**POLICY NUMBER: 3130**

**ADOPTED: January 8, 2026**

Performance evaluations are used to evaluate employees' work performance during the designated period, to set goals for the coming year, to communicate expectations, and to determine eligibility for merit wage increases. Job performance is measure against a various factors, including, but not limited to, quality and quantity of work, attendance and dependability, attitude, interpersonal skills, and safety.

### **3130.1 General Manager**

The General Manager is retained and serves at the will of the Board of Directors. Performance evaluations shall be conducted using a process that provides for discussion and encourages feedback in the development of goals and the performance evaluation.

- a. **Timing:** The Board of Directors shall review the performance of the General Manager after the initial six months of service after appointment and then annually thereafter. Performance evaluations shall be completed by the first Board of Directors meeting of the month in which the evaluation is due, or on another date mutually acceptable to the Board of Directors and the General Manager. It is the General Manager's responsibility to track the date when the evaluation is due to ensure that the Board has adequate advance notice.
- b. **Documents:** The General Manager shall provide the following to the Board appointed subcommittee:
  - Blank Performance Evaluation Form
  - A copy of any previous year's completed evaluation
  - Any notable accomplishments or corrective action
  - Current Pay Scale
- c. **Subcommittee:** The Board of Directors shall appoint two directors to serve on an ad hoc subcommittee at least two months prior to the scheduled evaluation date. The Subcommittee will utilize an approved evaluation form that shall be completed prior to the formal performance review session. The Subcommittee members shall meet as a group with the General Manager to verbally discuss the components of the performance evaluation and receive feedback from the General Manager relative to his/her assessment. The Subcommittee and General Manager shall jointly develop mutually agreed upon written goals and objectives for the subsequent evaluation period.

The Subcommittee shall prepare input on the evaluation form including the overall performance evaluation, feedback, goals, assessment of accomplishments & corrective action, and any recommended compensation adjustments prior to the Board of Directors meeting when the Closed Session Public Employee Performance Evaluation is scheduled.

During a scheduled public meeting under closed session(s), the Subcommittee shall meet and provide information and feedback to the Board of Directors for an overall discussion of the performance for the past review period. Any changes or additions to the performance evaluation form may be made by the Board upon final review.

- d. Board of Directors: the Board shall meet with the General Manager to discuss the individual performance evaluation for the year. Any decision on a compensation award shall be made at a public meeting following the closed session evaluation meeting. If requested by the Board and/or the General Manager, the District's Legal Counsel may attend the evaluation session. A copy of the written evaluation shall be signed by and provided to the General Manager. A copy shall be kept in the respective personnel file.
- e. Confidentiality: The performance evaluation shall be kept confidential unless the General Manager chooses to share it.

### 3130.2 Employees

Employees of the District are hired by and serve at the will of the General Manager. Department Heads are responsible for ensuring uniformity in the application of standards by those under his/her supervision.

- a. Timing: Performance evaluations shall be conducted annually on each employee's anniversary date. Supervisors may evaluate a subordinate's performance as often as the supervisor deems appropriate, for legitimate business reasons, and in consultation with the Department Head and Human Resources Administrator. Supervisors are responsible for the timely evaluation of employees in their divisions.
- b. Documents: The Human Resources Administrator shall provide the following to the employee's supervisor:
  - Blank Performance Evaluation Form
  - A copy of any previous year's completed evaluation
  - Current Pay Scale
- c. Supervisor: Performance evaluations shall be conducted by the employee's supervisor familiar with and most directly involved with the employee's performance during the rating period and to whom the employee reports. The supervisor will prepare the performance evaluation form prior to meeting with the employee. The performance evaluation will review the evaluation with the employee in a private meeting.

- d. Employee: The employee should sign the performance evaluation form to acknowledge that the employee is aware of its contents and has discussed the evaluation with the supervisor. The employee's signature does not necessarily indicate agreement with its contents, and an employee's refusal to sign will not prevent the District from taking further actions based on the evaluation. An employee's refusal to sign will be noted by the supervisor on the evaluation along with the date of the meeting.

The employee has the right to comment on the evaluation in a written statement that will then be placed with the evaluation in the employee's personnel file. The written statement must be submitted within 30 calendar days after the employee receives the evaluation. The employee's right to submit a written statement does not preclude a supervisor from taking immediate steps to address performance issues, including but not limited to implementing a performance improvement plan.

- e. Review and Approval: The performance evaluation will be reviewed and approved by the Department Head and the General Manager. Once completed, the employee will receive a copy of the evaluation and the original shall be placed into the employee's personnel file.
- f. Appeal: An employee does not have the right to appeal any matter relating to a performance evaluation. However, an employee may request an appointment with the Department Head, or other appropriate management staff, to discuss any areas of disagreement within 30 calendar days after the employee receives the evaluation.
- g. Confidentiality: Performance evaluation reports are confidential and will not be discussed with or by any person except the employee being evaluated, the employee's supervisor, the Department Head, the Human Resources Administrator, the General Manager, and District Counsel, and investigators (as necessary).